

# SUPREME COURT OF CALIFORNIA

---



350 McAllister Street  
San Francisco, California 94102  
Web site: [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers)

## EMPLOYMENT OPPORTUNITY

**JOB TITLE:** ATTORNEY EDITOR (SUPREME COURT ATTORNEY, LEVEL C-D)

**LOCATION:** SAN FRANCISCO, CALIFORNIA

**JOB REQ#:** 3323

### OVERVIEW

The California Supreme Court, located in San Francisco, is accepting applications for an Attorney Editor in the Office of the Reporter of Decisions. The Reporter of Decisions principally supervises publication of the California Official Reports, provides editorial support to the Supreme Court and Courts of Appeal, and disseminates appellate opinions to the public via the Internet.

### THE SUPREME COURT

The California Supreme Court is the state's highest court. Its decisions are binding on all other California state courts. The court conducts regular sessions in San Francisco, as well as in Los Angeles and Sacramento; it may also hold special sessions elsewhere.

The Supreme Court has original jurisdiction in proceedings for extraordinary relief in the form of mandamus, certiorari, and prohibition. The court also has original jurisdiction in habeas corpus proceedings. The state Constitution gives the Supreme Court the authority to review decisions of the Courts of Appeal. This reviewing power enables the Supreme Court to decide important legal questions and to maintain uniformity in the law. The court selects specific issues for review, or it may decide all the issues in a case. The Constitution also directs the high court to review all cases in which a trial court has pronounced a judgment of death. Under state law, these cases are automatically appealed directly from a trial court to the Supreme Court. In addition, the Supreme Court reviews the recommendations of the Commission on Judicial Performance and the State Bar of California concerning the discipline of judges and attorneys for misconduct. The court may also review the decisions of the Public Utilities Commission.

Within the Supreme Court, the Reporter of Decisions performs duties prescribed by law, rules, orders, and practices of the Supreme Court primarily relating to the dissemination and publication of appellate opinions.

## **RESPONSIBILITIES**

Provide immediate review of opinions received for Internet posting for specified issues relating to authenticity, integrity, and accuracy; utilize computer applications to post opinions to the Internet.

Assist as needed in researching, reviewing, and assessing citational and styling queries and suggestions from the publisher's editorial team arising from the prepublication editing process for the Official Reports advance pamphlets.

Review Supreme Court opinions prior to circulation within the court for citational and stylistic accuracy and conformity to specified standards (e.g., Cal. Style Manual) (4th ed. 2000), grammar, syntax, clarity, and internal consistency and accuracy.

Edit Official Reports advance pamphlet versions of opinions, including summaries and headnotes, for accuracy and compliance with specified standards prior to submission to authoring justices for review and approval of the final versions (see Cal. Rules of Court, rule 8.1105).

Research and prepare memoranda and other documents for special projects or assignments as directed by the Supreme Court or the Reporter of Decisions.

## **MINIMUM QUALIFICATIONS**

*Level C:* Active membership in the State Bar of California and the equivalent of three years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

### OR

One year of experience as an appellate attorney, Level B, with the judicial branch.

*Level D:* Active membership in the State Bar of California and the equivalent of four years of post-bar legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, or legal publishing company.

### OR

One year of experience as an appellate attorney, Level C, with the judicial branch.

## **DESIRABLE QUALIFICATIONS**

- Proficiency with computer applications such as Microsoft Word, LexisNexis, and Westlaw.
- Extraordinary knowledge of English grammar and modern legal writing and research methodology.
- Experience in a legal publishing editorial environment is advantageous.

- Working knowledge of, and familiarity with, the California Style Manual and The Bluebook.
- Knowledge of substantive and procedural legal principles and applications.
- Knowledge of California and federal statutory and case law and provisions of the United States and California Constitutions, and California Rules of Court.

## **HOW TO APPLY**

To ensure consideration of your application for the earliest round of interviews, please apply by August 8, 2008, however this position will remain open until filled. To complete an online application, please visit our Web site at [www.courtinfo.ca.gov/careers](http://www.courtinfo.ca.gov/careers) and search for Job Req-3323, Attorney Editor. This position requires the submission of our official application, resume, and a response to the supplemental questionnaire below.

To obtain a printed application, please download a copy from the Careers page on our website under the Special Access and Application Help section OR visit:

California Administrative Office of the Courts  
455 Golden Gate Avenue, 7th Floor  
San Francisco, California 94102-3660  
415-865-4272 Telecommunications Device for the Deaf

## **PAY AND BENEFITS**

**SALARY RANGE: Level C-D (\$6,883 - \$10,575 per month)**

(Starting level and salary commensurate with experience)

*Level C Supreme Court Attorney: Salary: \$6,883 - \$8,748 per month*

*Level D Supreme Court Attorney: Salary: \$7,925 - \$10,575 per month*

Some highlights of our benefits package for qualifying employees include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$115 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**The Supreme Court of California is an Equal Opportunity Employer.**

**SUPPLEMENTAL QUESTIONNAIRE**  
**for**  
**ATTORNEY EDITOR**  
(Job Req# 3323)

In order to better assess the qualifications of each applicant, we ask that you respond to the following questions.

1. Please describe your experience in editing as it pertains to legal materials and books.
2. Please provide a short statement, not to exceed one page, of why your legal background qualifies you to serve as an Attorney Editor and why you are interested in the position.
3. Please provide your date of admission to the State Bar of California.